

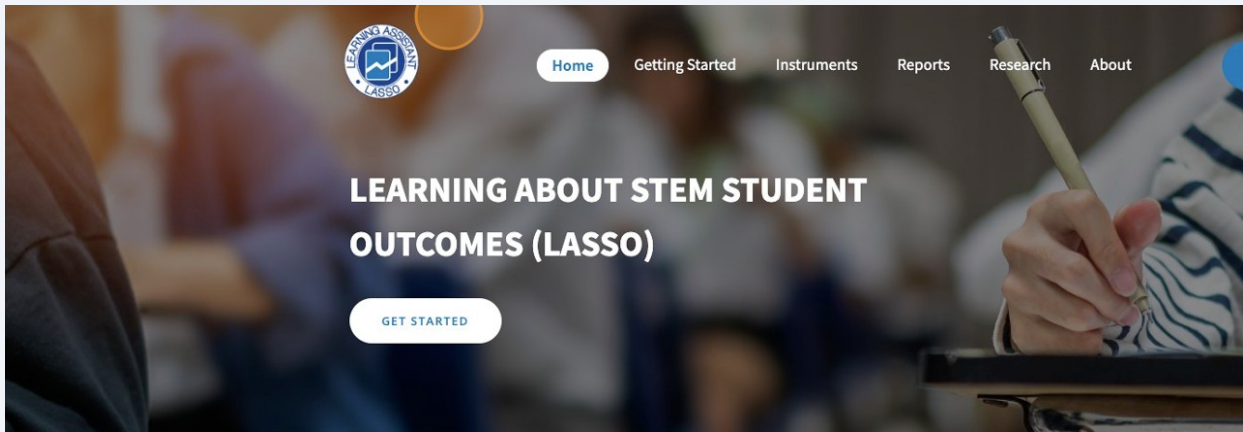


How to add a course on LASSO

This guide provides step-by-step instructions on how to add a course on LASSO. It covers signing in, adding course details, and other essential steps. It is designed for learning how to manage courses and instructors on the LASSO platform.

Signing in

- 1 Navigate to <https://lassoeducation.org/>

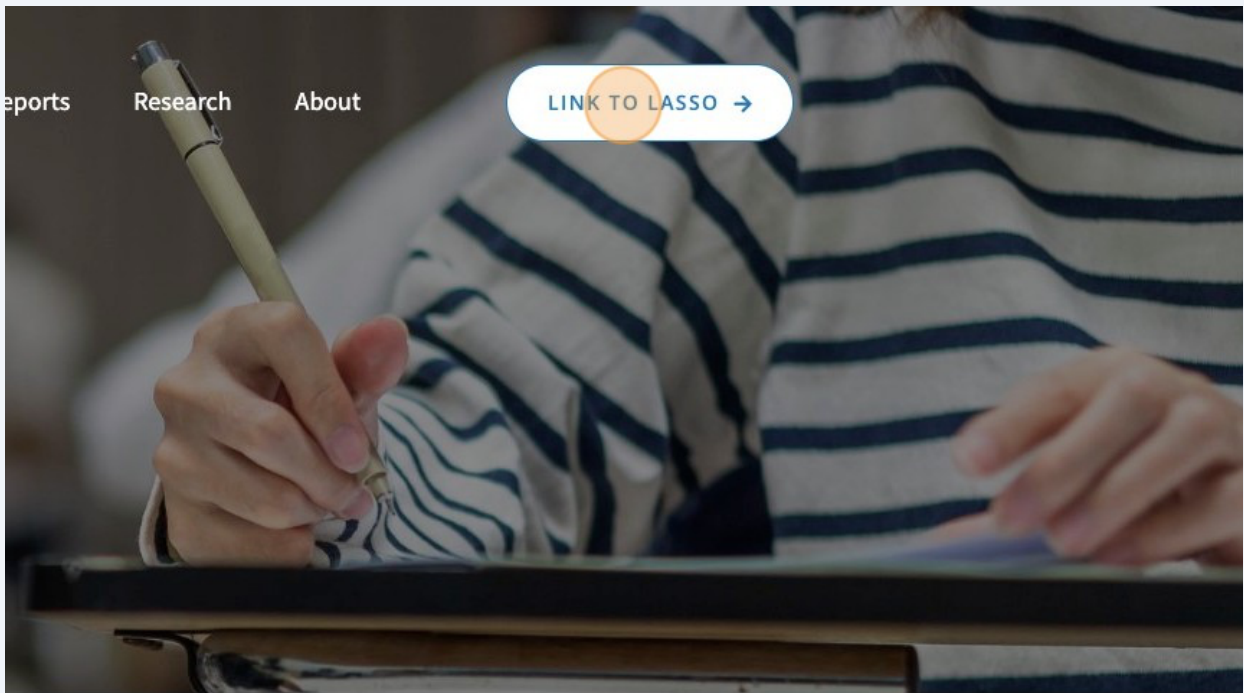


LEARNING ABOUT STEM STUDENT OUTCOMES (LASSO)

The LASSO platform is an online assessment tool that supports STEM instructors and researchers.



2 Click the button "LINK TO LASSO".



3 Enter your email address in the email field.

A screenshot of a sign-in form. At the top left, the text "SSO" is displayed in white on a dark grey background. Below this, the text "If you already have an account, sign in." is centered. There are two input fields: "Email" and "Password". The "Email" field is highlighted with an orange circle. To the right of the form, there is a section titled "Don't have an account" with the text "The LASSO website has an account." and "To create a new account I am a faculty or staff member". At the bottom left of the form, there is a link "I need to reset my password" and a "SIGN IN" button.

4 Enter your password in the password field.

If you already have an account, sign in.

Email

Password

[I need to reset my password](#)

Don't have an a
The LASSO website has soft
an account.
To create a new account,
I am a faculty or staff memb

5 Click "SIGN IN".

Email

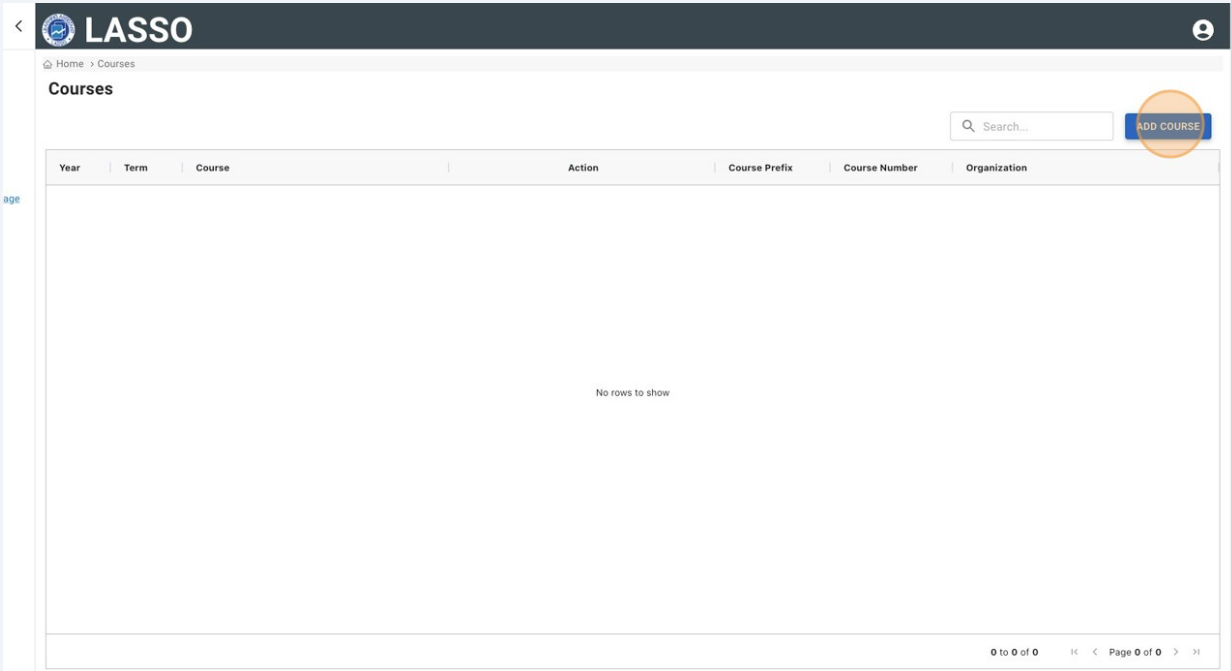
Password

[I need to reset my password](#)

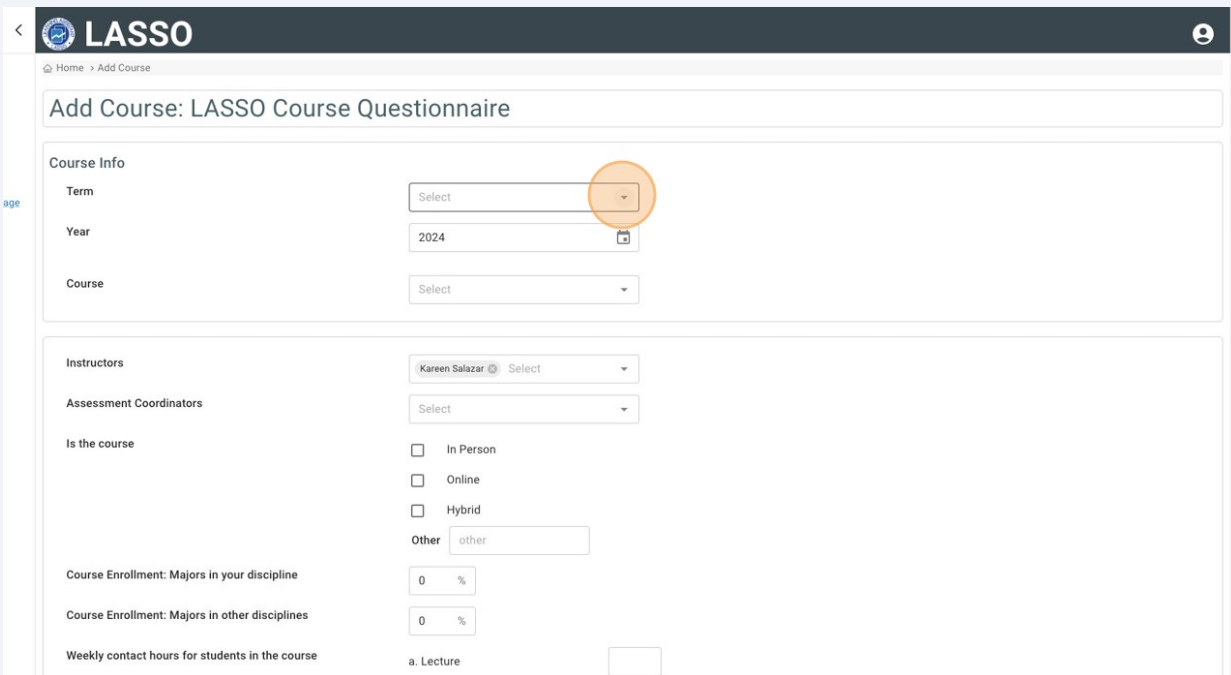
Don't have an account? Sig
The LASSO website has software tools and resourc
an account.
To create a new account, click the link below
I am a faculty or staff member of an academic inst

Adding a new course

6 Click the "ADD COURSE" button.



7 Fill out the course information for the course.



8

You can add more than one instructor to the course. Type the name of the instructor and select the correct instructors from the list.

PHYS 231 - PHYS 231 Sections... ▾

Kareen Salazar ✕ tr ✕ ▲

Ben instructor Van Dusen

In Person

Online

Hybrid

Other

in your discipline %

in other disciplines %

9

You can add an assessment coordinator to the course who is not teaching but will still have access to the assessments. Type the name of the coordinator or click "INVITE NEW USER".

<

Instructors

Kareen Salazar ✕

Ben instructor Van Dusen ✕ Select ▾

Assessment Coordinators

Select ▲

INVITE NEW USER

Ben instructor Van Dusen

Vy Le

Claus Kadelka

Lekha Adhikari

Ben Van Dusen

Kareen Salazar

0 %

Course Enrollment: Majors in your discipline

Course Enrollment: Majors in other disciplines

Weekly contact hours for students in the course

a. Lecture

b. Lab

c. Combined Lecture / Lab

d. Discussion / Recitation

e. Other

10 Continue entering the course information in the page.

The screenshot shows a web form for entering course information. On the left is a sidebar with navigation links: 'Dashboard', 'Courses', 'Assessments', and 'SO Instruments page'. The main form area has a back arrow in the top left. At the top, there are two dropdown menus for 'Ben instructor Van Dusen' with a 'Select' button. Below these are several sections: 'Assessment Coordinators', 'Is the course' (with radio buttons for 'In Person', 'Online', and 'Hybrid', and an 'Other' text input), 'Course Enrollment: Majors in your discipline' (with a '0 %' input), 'Course Enrollment: Majors in other disciplines' (with a '0 %' input), 'Weekly contact hours for students in the course' (with a list of options: 'a. Lecture', 'b. Lab', 'c. Combined Lecture / Lab', 'd. Discussion / Recitation', 'e. Other', each with an input box), and 'Does your course use near-peer instructors?' (with checkboxes for 'Learning assistants' and 'Supplemental instruction'). The 'In Person' radio button is highlighted with an orange circle.

11 Click the "Save" button.

The screenshot shows a form with a large empty text area at the top. Below the text area, there is a paragraph of text: 'ow your course's data to be used for research purposes under our [terms](#) for data sharing. etained indefinitely and used for research purposes. y course's data.' At the bottom of the form, there are two blue buttons: 'Cancel' and 'Save'. The 'Save' button is highlighted with an orange circle.